

OPERATIONAL RULES – SAMPLE

Place of business : (Name and address, phone)

Object of activity (range of services) : (e.g. rehabilitation)

Operator (owner) :

List of staff : (e.g. 1 doctor, 3 intermediate nurses)

Health certificate (hygienic minimum) : according to the public notice 91/84
(date of issue, training of hygienic minimum)

Application : **HYDROTHERAPY**

- the painful syndrome of cervical backbone, pectoral backbone, lumbar backbone on the base of degenerative changes of backbone, on the base of states after accidents
- the states after operations of cervical, lumbar backbone
- the states after operations of prolapse of intervertebral disks
- the hereditary handicaps of backbone – scoliosis and kyphosis in children's age
- Scheuermann's disease
- rheumatic diseases
- degenerative changes of knuckles – arthrosis
- states of knuckles after accidents – states after fractures
- states after contusions of knuckles, states after operations of knuckles
- replacements of knuckles
- lighter forms of peripheral paralysises
- depressions, stresses
- dermal diseases – psoriasis, atopic eczema
- relaxation influence – tiredness's syndrome

Specialized qualification :

for use of depressions, stresses, relaxation influence – tiredness's syndrome :

- schooled person in a range of Operation and handling of device Floating
- health certificate (hyg. minimum) according to the public notice 91/84

for use in the whole range :

- sight of special doctor
- intermediate nurse schooled in a range Operation and handling of device Floating
- health certificate (hyg. minimum) according to the public notice 91/84

Responsible person (for operation and hygiene) :

Operational time : needful time for 1 client is 90 min. (60 min. time of client's stay in a tank and 30 min. conditioning of solution).

Device : FLOATING TANK (type and production number)

Producer : ALICO, spol. s r.o., Orebitská 99, 280 56 KOLÍN IV.

Validity of operational rules from :

I. WORKERS

Before entrance to workplace the workers take off commonly used dress and shoes and dress up working protective dress and shoes. Before opening of operation is every worker obligated to wash thoroughly hands.

The staff wash properly their hands between individual services. They have to their disposal a towel and a soap for own need.

II. PRINCIPLES OF OPERATION

The operation of device follows the valid operational rules for Floating tank.

Operation in working room :

1. We recommend to client by telephone booking the necessity of consultation of his health with local doctor about the suitability of floating 's use.

In case that the worker who gives the services will find out the occurrence of serious dermal disorder by the client, he recommends the medical examination. The client can be excluded from care till the decision of doctor and till the time than a doctor issues the certificate about possibility to visit hydrophatic device floating.

2. After entry will be given a towel, a bath towel, a soap, a shampoo to a client.
3. Before entrance to floating the client will use WC and take a shower (liquid warm water + soap). He is informed how to handle in an interior of floating with control elements. We place the main stress on the button for calling of staff in case of indisposition.
4. The client will take again the thorough shower in warm water after ending of floatation.

5. CLEANING

The thorough cleaning in a room, where floating is and in other related rooms, is made daily – in the morning before opening of operation and in the evening after ending (the wet wipe + cleaning preparation and the wipe of all washable surfaces – paving, handles).

It is made the cleaning of floor (the wet wipe) after each client. The place of business and all other rooms are kept in perfect order and cleanness. It is daily made the cleaning with use of antiseptic (after ending of operation). The detergents are divided and described according to the purpose of use (WC, floor, surfaces, etc.). Daily are wiped the floors, washed the working surfaces, washbasins, facings and it is made the regular cleaning of WC. The waste bins are emptied. By week's cleaning is also washed the furniture out of common day operations, the waste bins are disinfected and the light bodies are cleaned.

Disinfection of surroundings	Way of disinfection	Kind and concentration
washbasin, shower	to wash and wipe	Chloramine 2 %
tiles	antiseptic solution	Incidure 1 %
		Orthosan 2 %

furniture (chairs)	to wash with disinfection	Chloramine 1 %
handles	with solution	+ 0,5 detergent
		Incidure 0,5 %
floor	to wipe and wash	Chloramine 1 %
		+ 0,5 % detergent
		Incidure 0,5 %
	Orthosan 2 %	
WC	to wash with antiseptic solution	Chloramine 2 %
waste bin	after emptying	Chloramine 2 %
	to clean up, wash	Incidure 1 %
	with antiseptic solution	Orthosan 2 %

After ending of operation are the inner surfaces over the water-level and outer surfaces washed with warm water and then with antiseptic solution of Chloramine 2 % with minimum time of effect 30 min. (they let spontaneously get dry). Only then is started the filtration after last client (by pressing of a button END of PROGRAMME).

By the cleaning we let spontaneously get dry the disinfected surfaces – we do not wipe them to dry. After ending of cleaning are the aids used for cleaning (rag, mop) given into the prepared antiseptic solution according to the producer 's instructions of used antiseptic.

6. The used damp clothes inclusive the working clothes is collected into the plastic bag and is daily taken away for washing (where)

The clean clothes is put (e.g. in closed cases) :

Number of towels : (min. 20)

Number of bath towels : (min. 20)

7. The equipment of medicine chest according to ON 84 6635.
8. The waste from bins is collected (where, in what container and what it is made with them further), they are removed (where – into the dustbins, transport to incinerator) – to specify :
9. The removal of liquid waste (it is ensured through the town drainage) – to specify :
10. Drinking water supply (the town duct) – to specify :

DESCRIPTION OF OPERATION :